

USAF Public Health Career Field News

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Performance Feedback Worksheet

The following is from a message
from HQ AFPC/DPP/ to AIG dated
30 Oct 97:

SUBJ: availability of new performance feedback
worksheet (PFW) forms

1. Please ensure widest possible dissemination

(AF form 724b, company grade officer, and AF
form 931, AB thru TSgt)

1. The revised versions of AF forms 931 and
724b will be available on the air force
publications world wide web page

(<http://afpubs.hq.af.mil>) on 3 Nov 97 and on the
next distributed cd rom update to the air force
electronic publishing library (AFEPL).

2. Both forms were recently revised to add the
term "mentoring" in support of CSAF's plan to
improve the junior enlisted and officer career
counseling process. mentoring is a relationship
in which a person with greater experience and
wisdom guides another person to develop both
personally and professionally. Raters can use
this opportunity to discuss promotion, advanced
degree work, personal goals and expectations,
benefits of an air force career, assignment career
planning, career job reservations for first term
airmen, and so forth.



3. The new forms will not be issued
as paper copies. Users who are
unable to access the electronic forms
may requisition paper copies as
cutsheets (cs) from their servicing
PDO ?..

Mac's Comment:

Honest, timely feedback to the
worker, delivered in a way that encourages
positive change. Is there a tougher, more
painful, more fruitful task for a supervisor?
None I can think of.

Your workers and their work are your primary
product and your prime responsibility.
Performance feedback, formal and informal,
scheduled and spontaneous, is the conduit for
telling them what you expect and how they're
doing.

It is also the worker's opportunity to tell you
what they think of the work, the work situation,
and their personal concerns and desires - *if you
let them*. You must also be to receive.

It's a big deal. Do it often, privately, and
honestly. Let it be a two-way exchange.

You now have an improved tool to also include
career counseling. We count on you to help us
retain our stars.



Mac